



## **SPECIAL EVENT PERMIT APPLICATION CHECKLIST**

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Richmond, please make sure the following steps have been completed.

<b>Have you?</b>	
	Provided a copy of the security company contract? (Section III)
	If you are using a City facility or park, have you reserved the facility? (Section IV)
	If Serving food, attached a copy of Health Permit? (Section V)
	If selling Alcohol, attached a copy of RPD Liquor Permit? (Section V)
	If you are having amplified music, completed Sound Permit application? (Section VI)
	Have you attached a site plan of all vendors, first aid stations, event staging, rest room facilities, tents, jumpers and temporary structures? (Section VIII)
	Have you attached your traffic, parking and overflow plan? (Section IX)
	If street closure, have you reviewed and signed the Road Closure Permit Issuance Requirements Form? (Section IX)
	Prepared an emergency and medical assistance plan as outlined in the Road Closure Permit Issuance Requirements Form? (Section IX)
	If you are affecting the normal operation of residents and businesses for a road block party, have you attached the completed neighborhood survey and received the approval of your neighborhood council president? (Section IX)
	Attached proposed detour route? (Section IX)
	Received AC Transit's Signature approval? (Section IX)
	Provided copy of portable toilet contract? (Section X)
	Provided copy of waste removal services contract or thoroughly described you plan for trash removal? (Section X)
	Attached your certificate of Insurance/additional Insured endorsement? Provided proof of liquor liability insurance?
	Signed and dated you application?